



Figure 121: Error Bars dialog – Error Bars tab

To insert error bars for a single data series:

- 1) Select the chart by double-clicking on it to enter edit mode. The chart should now be surrounded by a gray border.
- 2) Do one of the following to select the data series:
  - Click once on a bar, column, line, or other graphical representation in the data series.
  - Select the data series from the *Select Chart Element* drop-down list on the Formatting Toolbar.
- 3) Do one of the following to open the Error Bars dialog (Figure 121):
  - Go to **Insert > X Error Bars** or **Insert > Y Error Bars** on the Menu bar.
  - Right-click on the data series and select **Insert X Error Bars** or **Insert Y Error Bars** in the context menu.
- 4) Select the desired options. See below for more information about these options.
- 5) Click **OK** to close the dialog and add the error bars to the chart. If desired, click outside the chart to leave edit mode.

## Error Bars dialog options

Under *Error Category*, only one of the following options can be selected at a time.

**None** – does not show any error bars.

**Constant Value** – shows the error as constant positive and/or negative value(s). Specify these values in the *Parameters* section.

**Percentage** – shows the error as a percentage of the data points. Specify this percentage in the *Parameters* section.